

**CONFIDENTIAL**

FILE

*Personnel 17-2*

DD/S 69-0145

13 JAN 1969

MEMORANDUM FOR: Executive Director-Comptroller

Colonel White:

In his report covering December activities,

25X1  pointed out that 40 wives attended his November Retirement Information Seminar, along with 287 employees. The unsigned critique sheets of the wives indicate deep appreciation for having been invited and carry comments on the value of such a seminar to husband and wife teams. We intend to invite wives to future seminars.

SIGNED R. L. Bannerman  
R. L. Bannerman  
Deputy Director  
for Support

SOS/DDS:RBW:dlk (10 Jan 69)

Distribution:

Orig - Adse

1 - ER

X - DD/S Subject w/background (DD/S 69-0111)

1 - DD/S Chrono

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8 January 1969

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement Staff Progress  
Highlights during December 1968

1. Analysis of the November Retirement Information Seminar records indicates that 287 employees signed the attendance cards during the week. Of special interest is the fact that 40 wives also took part; their unsigned critique sheets indicate deep appreciation for having been invited and carry comments on the value of such a seminar to husband and wife teams. Wives will be invited to future seminars.

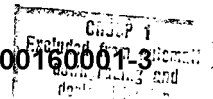
25X1 2. The Chief, Retirement Counseling and Placement Staff is in the process of arranging with officers of the Office of Medical Services the establishment of procedures for offering medical consultation and final physical examinations to Agency employees just prior to retirement. It is anticipated that consultations and examinations would be on a voluntary basis. Details will be developed with Dr. [redacted] DD/ORD and DDS&T Retirement Coordinator has assisted us in advancing this plan.

25X1 3. The Office of Training has previously invited C/RCPS to discuss the Retirement Program at Support Services CT courses. This December the first lecture on "Retirement: Problems, Plans and Projections" was given by C/RCPS at the Trends and Highlights Course at the request of OTR. The reaction was one of deep interest and many questions were asked during a follow-up period even though the bulk of those attending were not yet approaching retirement. [redacted] was the senior student in the group.) [redacted] 25X1

4. A significant advance was made during December in the external assistance program with the opening of discussions at the Riggs National Bank, Washington, D. C. Eighteen branch banks are operated throughout the District of Columbia. Riggs Personnel Officers will welcome resumes from our employees in a variety of categories; i.e., tellers, clerks, typists, safe deposit vault attendants, assistant security officers, auditors, and attorneys (the latter for the Trust Department). This new outlet will provide additional opportunities, particularly for our lower graded retirees; approximately 40% are GS-11 and below. Mr. Lewis B. Rock, Jr., Personnel Director of Riggs is currently President of the Washington Personnel Association. We are in touch with him and hopeful of achieving access to the top 150 business and industrial firms in the D. C. area.

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5. Statistical summary of RCPS action for the month of December:

C/RCPS and Retirement Counseling Branch

Retiree Consultations:	
Full Counseling Interviews	50
Counseling Discussions	45
Retiree Dossiers Indexed	0 (137 Total)
Meetings with Management	41
Research and Information Requests	8
Briefings and Ret. Info. Exchanges:	
Agency	30
External	9
Publications, Staff Papers & Correspondence:	
Man-Days	21

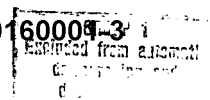
External Employment Assistance Branch

Retirees - New Cases	16
Background Documentation Only	0
External Job Leads Provided	11
Follow-up Consultations	49
Resignees- New Cases	6
Background Documentation Only	3
External Job Leads Provided	10
Follow-up Consultations	8
External Job Sources Developed	2
Case Discussions with Agency Offices	64
Research and Information Requests	47
Briefings and Ret. Info. Exchange:	
Agency	2
External	2
Written Inquiries Concerning External Appli- cations Received and Answered	32
Personnel Files Reviewed for Outside Investi- gators on Employee External Applications	27



Chief, Retirement Counseling and Placement Staff

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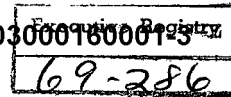


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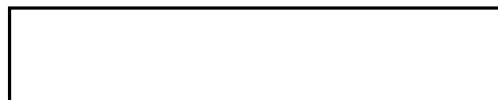
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Deputy Director  
for Support

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SUBJECT : Retirement Counseling and Placement Staff Progress  
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